WORKFORCE SERVICES

sdjobs.org

DATA VALIDATION REQUIREMENTS

Instructions: Please provide one document from each category at your scheduled one-on-one meeting.

*Cross-match: No screen shot, case note suffices and include dates as specified in parenthesis.

^DD-214 within 60 days. Mark no until have. Request application be updated from SDWORKS Help Desk.

TITLE III – WAGNER-PEYSER (WP) APPLICATION

EMPLOYMENT

UC Eligibility Status

Staff look in RA system

☐ Cross-match***** to State RA Database
   (Date of Last Payment)

☐ Referral Transmittal by RESEA

DLR WIOA – Section 11   REV 06/2021

TITLE I – WORKFORCE DEVELOPMENT (WIOA) APPLICATION

CONTACT

SSN Verification
- ☐ DD-214**^** Report of Transfer discharge
- ☐ Social Security Card
- ☐ Tax Form/Record
- ☐ Letter/Printout from Social Security Office
- ☐ Participant chose not to provide.
- ☐ Self-Attestation

Address Verification
- ☐ Local area does not validate

DEMOGRAPHIC

Date of Birth

Verification required for eligibility
- ☐ Driver's License
- ☐ Baptismal Record with Date of Birth
- ☐ Birth Certificate
- ☐ DD-214**^**

- ☐ Federal, State, or Local Identification Card
- ☐ Passport
- ☐ Hospital Record of Birth
- ☐ Public Assistance/Social Service Records
- ☐ School Records or ID Cards
- ☐ Work Permit

U.S. Citizenship Status Verification

Verification required for eligibility
I-9 Documentation (Examples)
- 1 item from **List A OR**
- 1 item from both **List B** *and* **C**

List A
- ☐ Alien Registration Card (USCIS Forms I-551, I-94)
- ☐ Foreign Passport Stamped Eligible to Work
- ☐ United States Passport or Passport Card
- ☐ Employment Authorization Document Card (Form I-766)

List B
- ☐ U.S. Military card or draft record
- ☐ Native American tribal document
- ☐ Voter Registration Card
- ☐ Driver's License
- ☐ ID card issued by federal, state, or local government agencies or entities
- ☐ School ID Card with photograph
- ☐ Military dependent's ID card
- ☐ U.S. Coast Guard Merchant Mariner Document card
- ☐ Driver's License issued by a Canadian government authority
- ☐ School record or report card – (Persons under age 18 unable to present a document listed above)
- ☐ Clinic, doctor, or hospital record – (Persons under age 18 unable to present a document listed above)
- ☐ Daycare or nursery school record – (Persons under age 18 unable to present a document listed above)

List C
- ☐ U.S. Social Security account number card
- ☐ Employment Authorization Document issued by the Department of Homeland Security
- ☐ Birth Certificate issued by a State, county, municipality, or the U.S. Department of State (Forms DS-1350, FS-545, FS-240)
- ☐ American tribal document
- ☐ U.S. Citizen ID Card (Form-I-197) or ID Card for Resident Citizen (Form I-179)

Selective Service Verification *(if applicable)*

Verification required for eligibility
- ☐ Not applicable
- ☐ Selective service documentation
- ☐ DD-214**^**
- ☐ Willful and Knowing Statement with Determination in Notes made by LPS

Disability Verification
- ☐ Self-Attestation
- ☐ School 504 records provided by student
- ☐ Assessment Test Results

VETERAN

Eligible Veteran Status
- ☐ DD-214**^**
- ☐ A letter from the Veterans' Administration

EMPLOYMENT

Employment Status at Participation
- ☐ Self-attestation with case note

UC Eligibility Status
Staff look in RA system
- ☐ Cross-match***** to State UI Database
  (Date of Last Payment)
- ☐ Referral Transmittal by RESEA

Dislocated Worker Status
- ☐ Category 1, 2, 3, 4: Separation Notice and/or UC Records
- ☐ Category 5: Foreclosure notice, bankruptcy documentation
- ☐ Category 6: verified in barriers
- ☐ Category 7, 8: Case file documenting active duty status
- ☐ Self-attestation

EDUCATION

Within Compulsory Age Verification *(YOUTH Only)*
- ☐ Verified through DOB
- ☐ Self-Attestation

School Status at Youth Program Eligibility
(YOUTH Only)
- ☐ School Records
- ☐ Attendance
- ☐ Drop-Out Letter
- ☐ Applicant statement or attestation

Highest School Grade and Education Level Completed
- ☐ Self-Attestation

School Status at Program Entry
- ☐ Self-Attestation

PUBLIC ASSISTANCE

TANF
- ☐ TANF Eligibility Verification
- ☐ TANF Period of Benefit Receipt Verification
- ☐ Referral transmittal from TANF
- ☐ Cross-match***** with TANF Public Assistance Records

Supplemental Security Income (SSI)
- ☐ SSI Receipt of Benefits
- ☐ Referral transmittal from SSA
- ☐ SSI Eligibility Verification

General Assistance / Refugee Cash Assistance
- ☐ Authorization to receive cash public assistance
- ☐ Copy of Public Assistance Check
- ☐ Medical card showing cash grant status
- ☐ Public assistance eligibility verification

SNAP
- ☐ SNAP Eligibility verification
- ☐ Copy of authorization to receive food stamps
- ☐ Document of food stamp benefit receipt
- ☐ Referral transmittal from SNAP

Social Security Disability Insurance (SSDI)
- ☐ SSDI Receipt of Benefits
- ☐ Referral transmittal from SSA
- ☐ SSDI Eligibility Verification

Youth Currently Living in High Poverty Area
Note: Also verifies low-income status
- ☐ Documentation showing address in high poverty area from VA, bank, public assistance, social security, court system, employer
- ☐ Self-attestation

Foster Child Verification
Note: Also verifies low income status
- ☐ Written eligibility confirmation from authorizing agency
- ☐ Self-attestation

Free/Reduced Lunch Verification (Youth Only)
- ☐ School Document
- ☐ Self-Attestation
- ☐ Other, (Specify)

BARRIERS

English Language Learner
- ☐ Case notes
- ☐ Assessment test results
- ☐ Applicable records from education institution
- ☐ Self-attestation

Basic Skills Deficient
- ☐ Case notes to support exemption from assessment
- ☐ Assessment test results
- ☐ Applicable records from education institution
- ☐ Meets Exemption
  - ▪ Self-attestation for Associate's Degree or higher **OR**
  - ▪ Case note to support GOLD NCRC or IRT

Homeless Individual
Note: Also verifies low income status
- ☐ Self-attestation
- ☐ Written statement or referral transmittal from a shelter or social service agency
- ☐ Letter from caseworker or support provider

Runaway *(YOUTH Only)*
Note: Also verifies low income status
- ☐ Self-attestation
- ☐ Written statement or referral transmittal from a shelter or social service agency
- ☐ Letter from caseworker or support provider

Foster Care Status *(YOUTH Only)*
Note: Also verifies low income status
- ☐ Statement/Referral from social services agency
- ☐ Court/Guardianship Documents

Out-of-Home Placement (*YOUTH Only*)
Note: Also verifies low income status
- ☐ Self-attestation
- ☐ Written statement or referral transmittal from a shelter or social service agency
- ☐ Letter from caseworker or support provider

Section 477 Social Security Act *(YOUTH Only)*
Note: Also known as the John H. Chafee Foster Care Program
- ☐ Letter from appropriate state/local service agency
- ☐ Self-attestation

Ex-Offender
- ☐ Document from juvenile or adult criminal justice system
- ☐ Written statement or referral document from a court or probation officer
- ☐ Referral transmittal from a reintegration agency
- ☐ Self-attestation
- ☐ Federal bonding program application

Pregnant/Parenting Youth *(YOUTH Only)*
- ☐ Self-attestation
- ☐ WIC eligibility verification
- ☐ TANF single parent eligibility verification

Youth Additional Assistance Verification

(YOUTH Only)
- ☐ Self-attestation
- ☐ Other

Displaced Homemaker
- ☐ Self-attestation
- ☐ Copy of spouse's layoff notice
- ☐ Copy of spouse's death record
- ☐ Copy of spouse's permanent change of station orders
- ☐ Copy of divorce records
- ☐ Copy of applicable court records

Exhausting TANF Within 2 Years
- ☐ TANF Eligibility Verification
- ☐ TANF Period of Benefit Receipt Verification
- ☐ Referral transmittal from TANF Public Assistance Records
  (Date of Last Payment)

☐

HOUSEHOLD AND INCOME

Family Size

Only required when verifying low income
- ☐ Public assistance/social service agency records
- ☐ Decree of court
- ☐ Applicant statement of income
- ☐ Self-attestation

Family Income
- ☐ Award letter from VA
- ☐ Bank statements
- ☐ Pay stubs
- ☐ Compensation award letter
- ☐ Court award letter
- ☐ Pension statement
- ☐ Employer statement/contact
- ☐ Family or business financial records
- ☐ Housing authority verification
- ☐ Quarterly estimated tax for self-employed persons
- ☐ Social security benefits
- ☐ UI claim documents
- ☐ Copy of authorization to receive cash public assistance
- ☐ Copy of public assistance check
- ☐ Public assistance eligibility verification
- ☐ Cross-match ***** with public assistance records
                              (Date of Last Payment)
- ☐ Self-attestation

MISCELLANEOUS

Adult Priority
- ☐ Other (Write in Already Verified)

TRADE ADJUSTMENT (TAA) APPLICATION

CONTACT

SSN Verification
- ☐ DD-214**^** Report of Transfer discharge
- ☐ Social Security Card
- ☐ Tax Form/Record
- ☐ Letter/Printout from Social Security Office
- ☐ Participant chose not to provide.
- ☐ Self-Attestation

DEMOGRAPHIC

Date of Birth

Verification required for eligibility
- ☐ Driver's License
- ☐ Baptismal Record with Date of Birth
- ☐ Birth Certificate
- ☐ DD-214**^**
- ☐ Federal, State, or Local Identification Card
- ☐ Passport
- ☐ Hospital Record of Birth
- ☐ Public Assistance/Social Service Records
- ☐ School Records or ID Cards
- ☐ Work Permit

VETERAN

Eligible Veteran Status
- ☐ DD-214**^**
- ☐ A letter from the Veterans' Administration

EMPLOYMENT

UC Eligibility Status

Staff look in RA system
- ☐ Cross-match***** to State UI Database
  (Date of Last Payment)
- ☐ Referral Transmittal by RESEA

TAA Petition Verification
- ☐ Employer Worker List
- ☐ Designation of Eligibility Form

Most Recent Date of Qualifying Separation
- ☐ Verification from employer
- ☐ Rapid Response List
- ☐ Notice of Layoff
- ☐ Public announcement with follow up cross match* with UI database *(Date of Last Payment)*
- ☐ Self-attestation